

## **201-73 STEEL**

### **ADDITIONAL INFORMATION AND GUIDELINES FOR THE SEPTEMBER 17- OCTOBER 1, 2001 HEARINGS**

#### *BUILDING ACCESS & PARKING*

Due to the state of emergency in the District of Columbia and the level four alert issued by the Metropolitan Police Department, we can anticipate that access to the ITC building may be even more difficult than normal. Please allow sufficient time to get to the here promptly.

We expect that automobile traffic on E Street, SW will be tightly monitored and the flow of traffic may be curtailed from time to time to permit ingress and egress by police and emergency vehicles. Some meter parking may be permitted, but space will be extremely limited. Automobiles will not be permitted to double park or otherwise stand in front of the building. All persons and vehicles are subject to inspection.

There will be no public parking permitted in the ITC garage.

#### *UPON ENTERING THE BUILDING*

The building will remain open to the public during the hearings. All packages, brief cases, back packs, etc., will be searched and all persons entering will be required to go through screening. In order to facilitate the flow of traffic for parties, witnesses and members of the public who wish to observe the hearings, we have made the following arrangements.

#### Parties, Witnesses, Counsel and their staff

Once having cleared through security, parties, witnesses and counsel will be directed to Courtroom A. You will be provided with identification tags that must be worn and returned at the end of the day. Courtroom A has been set up for the use and convenience of the parties throughout the hearings. Consider this a staging area although there will be no assigned tables. Once having entered Courtroom A, it is expected that only those who are scheduled to appear on a given day will enter the main hearing room accompanied by staff from the Secretary's Office. As soon as parties, witnesses and panel members are seated, we will make additional space available to other parties who may not be scheduled for that particular hearing. Thereafter, the nonreserved seating will be made available to the public. For those who cannot gain access to the Main Hearing Room at any given time, Courtroom A will have a large screen monitor and sufficient seating to accommodate you.

While in Courtroom A parties are free to use cell phones, and lap top computers, but there are no phone jacks with which to connect. There are three public telephones just outside Courtroom A opposite the Main Hearing Room. The Commission is attempting to equip Courtroom A with a small copier for your use throughout the hearings. Do not consider Courtroom A or the Main Hearing Room a secure facility for purposes of protecting BPI.

### Members of the Public

Upon arriving at the building, all members of the public coming to attend the hearings will be directed to Courtroom B. They will be asked to sign-in and remain in Courtroom B until accompanied by Commission staff to the Main Hearing Room. Given the size of the Main Hearing Room and the large numbers of parties, witnesses and counsel for any given day, seating for the public may have to be limited. Courtroom B will accommodate approximately 180 persons. A large screen monitor will be set up to allow those who cannot gain immediate access to the Main Hearing Room to watch the hearings via closed-circuit transmission.

### *ADDITIONAL HEARING ROOM PROCEDURES*

In addition to the specific instructions received from the Secretary, please keep the following in mind. The Chairman intends to start the hearings promptly at the scheduled time each day. Given the events of this week and the large crowds expected for these hearings, there will be no standing in the back of the Main Hearing Room, and out of courtesy to the parties and the Commission the main doors will remain closed throughout the proceedings. Please wear identification tags while in the building and return them at the end of each day. Additional guards will be present throughout the hearings to assist you and to provide necessary security.

### *INQUIRIES*

If you have additional questions regarding any of the above, please contact the following persons:

Office of the Secretary	Donna Koehnke	205-2000
Facilities	Jonathan Brown	205-2745
	Gary Stanford	205-2747
Publishing	Pamela Dyson	205-2768
Liaison w/ Public	Towana Braxton	205-2721
Media Relations	Margaret O'Laughlin	205-1819
Congressional Relations	Nancy Carman	205-3151
Security(and Misc.)	David Spencer	205-2722